

**The JPL Institutional Management  
Committee Collection, 1977-1991**  
**9 cubic feet**  
**JPL 228**

## **History**

The Jet Propulsion Laboratory (JPL) Institutional Executive Committee (IEC) was formed as a committee of the JPL Executive Council in July 1980. The committee was responsible for oversight, coordination and recommendations to the Director of planning and control activities relating to institutional matters which were of substantial institutional concern. Those items included: burden budget, general institutional strategies and planning, general purpose facilities, financial and manpower forecasts, institutional funding, technical and administrative services, information services, and institutionally constrained cost sources.

The Institutional Executive Committee officially changed its name to the Institutional Management Committee (IMC) on January 12, 1988. A draft role statement dated December 15, 1987 defined the functions of the IMC as providing management policy overview and coordination of all activities essential to the achievement of the institutional goals of the Lab. Its responsibilities included reviewing the preparation of the annual Burden Budget plan, review and coordinate facilities long-range plans, provide oversight and a forum for issues relating to the Laboratory staff, including personnel practices and compensation, and provide a forum for the discussion and coordination of institutional problems and issues.

The Chair of the IMC was the JPL Associate Director for Institutional Affairs, Fred Felberg, until his retirement in July 1987. Felberg was succeeded in both positions by Charence R. Gates. Duane F. Dipprey succeeded Gates in both positions after Gates' retirement in December 1990.

The composition of the Committee was fluid, originally consisting of Felberg, Phil Click and Walt Victor. Other members of the Executive Council were added as time passed. G. E. "Nick" Nichols was appointed IEC Executive Secretary in November 1980. Nichols was made a regular Committee member in March 1981, and Shirley Reeve was named IEC Executive Secretary. Reeve was eventually succeeded as Executive Secretary by John Heie. JPL Chief Scientist Arden Albee was added in January 1981. People were also frequently brought in as "guests" to make presentations on specific topics.

At the end of March 1983, Nick Nichols became Acting Director of the Industrial Relations Center at Caltech, and was replaced on the IEC by Associate Laboratory Director for Energy and Technology Applications Geoff Robillard. In February 1986 the recording secretary for the meeting minutes was changed from John Heie to Lynn M. Patterson. By January 1990, the Committee consisted of Dipprey, Marshall E. Alper, John R. Casani, Daryal T. Gant, John Heie, James King, Frank L. Schutz, Wes Shipley, Paul T. Westmoreland, and Mal L. Yeater, in addition to Patterson as Secretary.

## **Provenance**

Accession 2001-36: A shipment of records was sent to the Laboratory Records Center (LRC) by Lynn M. Patterson, Section 100, Office of the Director, on June 17, 1993. Upon Patterson's retirement in April 1996, custody of these records was transferred to Annette L. Ling. The shipment was accessioned by the JPL Archives on August 15, 2001.

Accession 2001-38: Two shipments of records were sent to the LRC by Lynn M. Patterson on February 17, 1988 and March 26, 1991. Upon Patterson's retirement in April 1996, custody of these records was transferred to Annette L. Ling. The shipments were accessioned by the JPL Archives on August 22, 2001.

Accession 2001-39: A shipment of records was sent to the LRC by Lynn M. Patterson on August 2, 1991. Upon Patterson's retirement in April 1996, custody of these records was transferred to Annette L. Ling. The shipment was accessioned by the JPL Archives on August 22, 2001.

Accession 2001-40: A shipment of records was sent to the LRC by Lynn M. Patterson on October 16, 1992. Upon Patterson's retirement in April 1996, custody of these records was transferred to Annette L. Ling. The shipment was accessioned by the JPL Archives on September 14, 2001.

Accession 2002-65: A shipment of records was sent to the LRC by Lynn M. Patterson on February 17, 1988. Upon Patterson's retirement in April 1996, custody of these records was transferred to Annette L. Ling. One box in this shipment was considered missing and therefore not included in Accession 2001-38 when it was received in the Archives. The box was later found and designated as a different accession on September 30, 2002.

### **Collection Arrangement and Description**

The collection consists of meeting minutes, agendas, interoffice memoranda, guidelines, hand-written notes, charts, graphs and reports involving the Institutional Management Committee (IMC), originally called the Institutional Executive Committee (IEC). The collection has been divided into three series, IEC/IMC Meetings, Burden Budgets and Manpower Reviews. The files were originally collected by Fred Felberg, John Heie, Lynn Patterson and Clarence R. Gates. The Manpower Overviews date back to 1978, although the bulk of the collection is between 1980 to 1991.

IEC/IMC Meetings (folders 1-153 and 203-232; boxes 1-17 and 24-26). This series has been retained largely in its original chronological order, with some slight shifting from reverse chronological to forward chronological order, with duplicate material removed. A second set of meeting materials previously thought missing has been added (folders 203-232; boxes 24-26) and placed at the end of the collection just before the JPL Discreet box. It was determined that this second set contained information that warranted its inclusion. The folders are listed on the File Folder List as they should appear if they had been included in the original processed collection.

The meeting records include an agenda, summary meeting minutes, presentation materials, handouts, correspondence, and handwritten notes. A preliminary draft of the charter for the IEC, dated August 18, 1980, is included in the collection. Even before the IEC charter was worked out, the IEC was already deep into the preparation of the FY1981 burden budget.

The issue of most importance to the IEC was preparing the burden budget and was usually an ongoing matter, with some discussion about it at each meeting. Represented in the collection are memoranda and reports covering the preparation of the burden budget of each fiscal year from 1981 to 1991.

Of secondary interest to the IEC was facilities. The construction of facilities was tracked, as well as on-Lab space needs for such projects as the Army contract All Sources Analysis System.

The December 4, 1980 meeting discussed alternative scenarios involving the 25-foot space simulator. The various options discussed were a complete mothball, semi-mothball, and simulator operational maintenance base. The option taken would be on the basis of optimizing institutional costs, burden costs, and costs of the Infrared Astronomical Satellite (IRAS). No simulator tests were planned until March 1982, with IRAS. Represented in the collection are versions of a study on the funding optimization of the 25-foot space simulator, dated December 2 and revised December 4, 1980, written by Tom Gindorf and J. Harrell. IEC meeting minutes, dated December 3, 1980, also summarized the discussion of the issue, as well as a memo from the committee to JPL Director Bruce Murray.

Layoff procedures were discussed beginning in March 1981. Persons scheduled for layoff were to be given notice by their immediate supervisor and told the effective date. The employee had the option to administratively transfer to the Outplacement Services Section (090), where the employee would remain on the JPL payroll until the layoff notice had been reached or until the employee reported for work on a new job. Outplacement services, which included the preparation of resumes, job search strategies, office space, secretarial and reproduction services, as well as counseling services would be provided. Layoff procedures were discussed at both the March 17 and 24, 1981 IEC meetings.

Facilities planning was also a key issue for the IEC. The April 7, 1981 meeting focused on the modification project for Building 230, the Space Flight Operations Facility (SFOF). The building was budgeted to receive upgrades in communications equipment and operational support activities to aid in flight project operations over the next five years. The discussion of the modification of the SFOF continued for several months.

In Bruce Murray's April 1981 "State-of-the-Lab" address, he established top management's commitment to reduce unnecessary bureaucracy. The IEC was charged with formulating ways of doing this.

In June 1981, a review of all Standard Practice Instructions (SPIs) and Policy Statements was made. Director's Letters were distributed to all personnel to publicize the efforts at reducing bureaucracy in July 1981 and again in November 1981. Efforts were made to simplify procedures for processing procurement requisitions and to increase signature authority thresholds for procurement requisitions and service requests to give more authority to the group supervisor.

The increased Department of Defense (DOD) work by JPL was also addressed by the IEC. In August 1981, NASA Deputy Administrator Hans Mark sent Bruce Murray a letter advising him to raise the limitation for non-NASA work stipulated in the 1978 NASA/Caltech Memorandum of Understanding (MOU) to 25%, and to confine all non-NASA work to DOD space program activities. Murray requested that the IEC write a response draft for him to send to Mark. The draft reply had Murray express caution to formally confine non-NASA work to DOD space program activities. Murray expressed concerns in the semantics of such a request, and whether such an explicit constraint was necessary. This material was discussed in the August 26, 1981 IEC meeting.

The threat of potential layoffs remained at JPL throughout 1981 and beyond. A draft report, "Task Termination Process," dated October 12, 1981, is a part of the collection. The report sketched out the basic framework for handling an employee termination at JPL, setting out the critical actions that had to be taken and the timeframe for accomplishment.

JPL's extended activity with Defense work in 1982 spurred the Executive Council to ask Fred Felberg to develop a proposed plan for handling the formal relationship documents between Caltech/JPL and NASA. An interoffice memorandum dated March 2, 1982 from Felberg to Murray documents that Felberg felt that the existing MOU between Caltech and NASA was fully satisfactory and should not have to be renegotiated. Felberg also noted that JPL should take steps to encourage high-level NASA personnel to become familiar with the 1978 MOU, although it should be handled carefully.

One example of the burden budget affecting flight projects may be found in an October 27, 1982 memorandum from John R. Casani to Deputy Director Charles H. Terhune. Casani reported that the burden planning rates for Project Galileo were being increased, with a reduction in project reserves by 40% to offset the increase. Casani reported that the possibility of a second Galileo spacecraft for a potential Saturn mission was in serious jeopardy due to the rate increases.

A long-range facilities plan dated October 1983 attempted to analyze the facility space needs over the next twelve years, with primary objectives of consolidating all employees at the Oak Grove facility, and replacement of substandard facilities. In March 1983 there were around 775 JPL employees working off-site at the Foothill Complex.

The coming of the Olympic Games to Los Angeles in July-August 1984 was of some concern to JPL. A handout discussed by the IEC in April 1984 addressed such concerns as delay in deliveries to and from the Laboratory, a shortage of rental vehicles in the Los Angeles area, hotels booked up, traffic congestion expectations of an all-time high, and possible terrorist activities. JPL management recommended carpooling, early morning and late evening Laboratory deliveries, rescheduling Laboratory work hours during the Olympic period, and discouraging visitors to the Laboratory, as well as on-Lab interviews and employee business trips during the period.

Concerns over on-Lab parking were an ongoing issue of the IEC. In August 1984 there was a proposal to implement a policy of parking decals in some lots. The IEC was given responsibility for approval of the policy.

A series of memos dated January 15, 1987 documents the concern over the preservation and proper storage of magnetic tapes stored at the time in various buildings at the main JPL facility. Leo Lunine, Manager of the Foothill Documentation Section (Section 641) requested that each Division and Project Office fill out a questionnaire regarding the number of magnetic tapes each office had in their possession. A year earlier, in January 1986, a Data Tape Working Group was organized to deal with the problem of the archival data tape collection stored at the Federal Records Center. There was additional concern due to the fact that large quantities of semi-active tapes would begin to collect when planetary data streams flowed again, with the Uranus and Neptune planetary encounters of Voyager and other missions. The issue was brought to the IEC on January 19, 1987. The issue of semi-active tape storage was addressed again at the

August 4, 1988 meeting. Haskell G. O'Brien gave a presentation of the current status of semi-active tape storage. The IMC requested that a status report be given on the culling of planetary and scientific magnetic tapes that were in storage at the Federal Records Center in Laguna Niguel, CA.

A project plan and presentation material for a 48-inch telescope located at JPL's Table Mountain facility was presented to the IEC on May 14, 1987. The telescope was called the Cloudcraft telescope, as it was a pre-existing structure, relocated from Cloudcraft, NM to the Table Mountain facility in October 1986. The telescope's objectives were to support science objectives of flight projects such as Voyager, Mars Observer and Galileo; and to support JPL research tasks in planetary astronomy. The Challenger catastrophe had caused a hiatus in science data acquisition, and the telescope was deemed more than adequate in filling the planetary observation gap between flight missions.

One of the issues in the IEC July 23, 1987 meeting was the use of JPL logos in letterheads. The IEC agreed that the JPL logo should not be used within a project logo, and that all logos should be registered. Attached with the meeting minutes was a revised Standard Practice Instructions on the basic form and proper use of the JPL logotype. Included are examples of appropriate and inappropriate uses of the JPL logo.

At the May 16, 1988 IMC meeting, Charles Chapman, Manager of the Documentation and Materiel Division (Division 64) presented a proposed plan for an archives program. The presentation material is present in the collection. It was reported that the matter would be addressed in the FY89 burden review in June. Also attached is a report "The Archives of the Jet Propulsion Laboratory," by David B. Gracy II, a consultant from the University of Texas at Austin.

The IMC Facilities meeting held on December 2, 1988 is given a separate folder due to the amount of documentation. Each Division was given twenty minutes to give presentations regarding facilities and space assignments. This information is of historical value as it provides a snapshot of where each division was physically located both on and off lab at one moment in time. The space utilization needs for Voyager and Galileo were discussed at the regular IMC meeting on December 15, 1988.

At the June 8, 1989 meeting, Public Affairs Manager George Alexander discussed the need for a JPL Historian. Alexander noted that the Laboratory relied on institutional memory, in the form of veteran managers, to transmit the "JPL culture" to new scientists and engineers, and that this institutional memory was being lost by retirement. The JPL Historian position would be a 50-50 split between JPL and Caltech, and work closely with the newly-appointed archivist. At the June 29, 1989 meeting, it was decided to postpone the issue for a year to see how the Archivist works. Present in the collection are presentation materials used by Alexander, and a report prepared by Alex Roland, a consultant from the U.S. Army Military History Institute.

The outsourcing of many Laboratory duties was of concern to the IMC. Handouts from the July 20, 1989 meeting included the report "Working With Contractor Employees: A Handbook," written by a Support Contractor Study Group chaired by Fred Felberg. The purpose of the handbook was to inform JPL managers, supervisors, and administrators of various policies and practices which were applicable to on-site contractor employees.

At the IMC meeting of February 1, 1990, JPL Archivist Michael Q. Hooks gave a presentation entitled "The Archives- Jet Propulsion Laboratory." The presentation included a status report and the objectives of the JPL Archives. The objectives stated were: to identify, collect, preserve, maintain, and make available the historically valuable permanent records of JPL; to obtain oral histories with key JPL people; and to document the activities, flight operations and administrative operations of JPL.

Hooks made another status report to the IMC on February 28, 1991. The objectives of the Archives Office were reviewed. It was reported that the accomplishments in the past year included: establishing contact with many of the Lab's key organizations, acquiring records from several Project Offices, a start on processing records, and obtaining a number of oral history interviews. Future plans included upgrading the archives and records storage area environment and fire safety, implementing "Project Clean File" to supplant the old "records roundup," and adding archival processors to his staff.

The February 7, 1991 IMC meeting featured a presentation by George Alexander titled "Special Open House Program Proposal Plan." Alexander noted that the goals of an open house program would be to satisfy the overwhelming public demand to visit JPL, to permit consistent access to JPL by an increasingly

interested and sophisticated public, and to promote public awareness of JPL programs and projects. The benefits of such a program included increased public pride in the accomplishments of NASA, JPL and Caltech, favorable public awareness of JPL projects and programs leading to public support, and public support meant political support for NASA, JPL and Caltech. The Open House Program was instigated by the Campus Centennial Committee, who had planned an Open House in connection with seminars scheduled at JPL on August 3-4, 1991. Alexander requested extra money to hold a full open house, with thirty-five sites open to the public. The IMC agreed to fund a constrained Open House.

Burden Budgets (folders 154-189; boxes 18-21). Starting in 1987, the Burden Budget reviews conducted by the IMC were kept separate from the meeting minutes and placed in binders. This arrangement has been maintained.

There is ample documentation of the Burden Budget reviews undertaken by the IEC/IMC, especially for Fiscal Year 1987. The material includes correspondence, memoranda, reports, charts, graphs and computer printouts. Represented in the series is documentation of allocation and revisions of allocations of funds to each JPL Division.

Directors Review and Discussion (DRD) Workforce Overviews (folders 190-202; boxes 21-22). This series consists primarily of charts and graphs illustrating the Laboratory manpower overview, institutional manpower status by organization, and the manpower ceilings imposed by NASA.

The Workforce Overviews were sent by Gary G. McCutcheon, Financial Planning Section (Section 632) to Fred Felberg on a monthly basis, and were presented and discussed at monthly Directors Review and Discussion (DRD) forums. Also prominent in the reports is Lyle V. Burden, Section Manager of 632.

#### JPL Discreet materials

Forty folders contain documents that are stamped or marked "JPL Discreet" or "SEB Discreet." The original positions of Discreet material in the collection have been marked with separation sheets. The material has been moved to a box at the end of the collection.

### **Conservation/Preservation**

Standard preparations of documents for long term storage were completed.

### **Separation Statement**

Accession 2001-39: This accession was divided into the following collections: Institutional Management Council Collection (this collection), Fred H. Felberg Collection (JPL 230), Clarence R. Gates Collection (JPL 235), and the Lynn M. Patterson Collection (JPL 233).

Other accessions were incorporated intact into this collection.

### **Finding Aids**

No other finding aids exist for the collection.

## **FILE FOLDER LIST**

### **Box 1 of 27**

Fld. 1	Institutional Executive Committee, July-September 1980.
Fld. 2	October 1980. [folder 1 of 2]
Fld. 3	[folder 2 of 2]
Fld. 4	November 1980.
Fld. 5	December 1980.
Fld. 6	January 1981.
Fld. 7	February 1981.

**Box 2 of 27**

Fld. 8 IEC, March 1981. [folder 1 of 2]  
Fld. 9 [folder 2 of 2]  
Fld. 10 April 1981. [folder 1 of 2]  
Fld. 11 [folder 2 of 2]  
Fld. 12 May 1981.  
Fld. 13 June 1981. [folder 1 of 2]  
Fld. 14 [folder 2 of 2]  
Fld. 15 July 1981. [folder 1 of 2]

**Box 3 of 27**

Fld. 16 IEC, July 1981. [folder 2 of 2]  
Fld. 17 August 1981. [folder 1 of 2]  
Fld. 18 [folder 2 of 2]  
Fld. 19 September 1981.  
Fld. 20 October 1981.  
Fld. 21 November 1981.  
Fld. 22 December 1981.  
Fld. 23 January 1982. [folder 1 of 2]  
Fld. 24 [folder 2 of 2]

**Box 4 of 27**

Fld. 25 IEC, February 1982. [folder 1 of 2]  
Fld. 26 [folder 2 of 2]  
Fld. 27 March 1982. [folder 1 of 2]  
Fld. 28 [folder 2 of 2]  
Fld. 29 April 1982.  
Fld. 30 May 1982. [folder 1 of 2]  
Fld. 31 [folder 2 of 2]

**Box 5 of 27**

Fld. 32 IEC, June 1982.  
Fld. 33 July 1982. [folder 1 of 2]  
Fld. 34 [folder 2 of 2]  
Fld. 35 August 1982.  
Fld. 36 September 1982. [folder 1 of 2]  
Fld. 37 [folder 2 of 2]  
Fld. 38 October 1982.

**Box 6 of 27**

Fld. 39 IEC, November 1982.  
Fld. 40 December 1982.  
Fld. 41 January 1983.  
Fld. 42 February 1983. [folder 1 of 2]  
Fld. 43 [folder 2 of 2]  
Fld. 44 March 1983.  
Fld. 45 April 1983.

**Box 7 of 27**

Fld. 46 IEC, May 1983.  
Fld. 47 June 1983.

Fld. 48 July 1983.  
Fld. 49 August 1983.  
Fld. 50 September 1983.  
Fld. 51 October 1983.  
Fld. 52 November 1983.  
Fld. 53 December 1983.  
Fld. 54 January 1984.  
Fld. 55 February 1984.  
Fld. 56 March 1984.

**Box 8 of 27**

Fld. 57 IEC, April 1984.  
Fld. 58 May 1984.  
Fld. 59 June 1984.  
Fld. 60 July 1984.  
Fld. 61 August 1984.  
Fld. 62 September 1984.  
Fld. 63 October 1984.  
Fld. 64 November 1984.  
Fld. 65 December 1984.  
Fld. 66 January-February 1985.  
Fld. 67 March 1985.  
Fld. 68 April-July 1985.  
Fld. 69 August 1985.  
Fld. 70 September 1985.

**Box 23 of 27**

Fld. 203 IEC, March 1983  
Fld. 204 April 1983  
Fld. 205 May 1983  
Fld. 206 June 1983  
Fld. 207 July 1983  
Fld. 208 August 1983  
Fld. 209 September 1983

**Box 24 of 27**

Fld. 210 IEC, October 1983  
Fld. 211 November 1983  
Fld. 212 December 1983  
Fld. 213 January 1984  
Fld. 214 February 1984  
Fld. 215 March 1984  
Fld. 216 April 1984  
Fld. 217 May 1984  
Fld. 218 June 1984

**Box 25 of 27**

Fld. 219 IEC, July 1984  
Fld. 220 August 1984  
Fld. 221 September 1984  
Fld. 222 October 1984

Fld. 223 November 1984  
Fld. 224 December 1984  
Fld. 225 January 1985  
Fld. 226 February 1985  
Fld. 227 March 1985  
Fld. 228 April 1985 [folder 1 of 2]

**Box 26 of 27**

Fld. 229 IEC, April 1985 [folder 2 of 2]  
Fld. 230 May 1985  
Fld. 231 June 1985  
Fld. 232 July 1985

**Box 9 of 27**

Fld. 71 IEC, October 1985.  
Fld. 72 November 1985.  
Fld. 73 December 1985.  
Fld. 74 January 1986.  
Fld. 75 February 1986.  
Fld. 76 March 1986.  
Fld. 77 April 1986.  
Fld. 78 May 1986.  
Fld. 79 June 1986.  
Fld. 80 July 1986.  
Fld. 81 August 1986.

**Box 10 of 27**

Fld. 82 IEC, September 1986.  
Fld. 83 October 1986. [folder 1 of 2]  
Fld. 84 [folder 2 of 2]  
Fld. 85 November 1986.  
Fld. 86 December 1986.  
Fld. 87 January 1987.  
Fld. 88 February 1987.  
Fld. 89 March 1987.  
Fld. 90 April 1987.  
Fld. 91 May 1987.

**Box 11 of 27**

Fld. 92 IEC, June 1987.  
Fld. 93 July 1987.  
Fld. 94 August 1987.  
Fld. 95 September 1987.  
Fld. 96 October 1987.  
Fld. 97 November 1987.  
Fld. 98 December 1987.  
Fld. 99 Institutional Management Committee, January 1988.  
Fld. 100 February 1988.  
Fld. 101 March 1988.  
Fld. 102 April 1988.  
Fld. 103 May 1988.



**Box 12 of 27**

Fld. 104 IMC, June 1988.  
Fld. 105 July 1988.  
Fld. 106 August 1988.  
Fld. 107 September 1988. [folder 1 of 2]  
Fld. 108 [folder 2 of 2]  
Fld. 109 October 1988.  
Fld. 110 November 1988.

**Box 13 of 27**

Fld. 111 IMC, December 1988.  
Fld. 112 December 2, 1988, Facilities Meeting. [folder 1 of 2]  
Fld. 113 [folder 2 of 2]  
Fld. 114 January 1989.  
Fld. 115 February 1989.  
Fld. 116 March 1989.  
Fld. 117 April 1989.  
Fld. 118 May 1989.  
Fld. 119 June 1989. [folder 1 of 2]  
Fld. 120 [folder 2 of 2]

**Box 14 of 27**

Fld. 121 IMC, July 1989. [folder 1 of 2]  
Fld. 122 [folder 2 of 2]  
Fld. 123 August 1989.  
Fld. 124 September 1989.  
Fld. 125 October 1989.  
Fld. 126 November 1989.  
Fld. 127 December 1989.  
Fld. 128 January 1990.  
Fld. 129 February 1990.

**Box 15 of 27**

Fld. 130 IMC, March 1990.  
Fld. 131 April 1990. [folder 1 of 2]  
Fld. 132 [folder 2 of 2]  
Fld. 133 May 1990.  
Fld. 134 June 1990. [folder 1 of 2]  
Fld. 135 [folder 2 of 2]  
Fld. 136 July 1990.  
Fld. 137 August 1990.  
Fld. 138 September 1990.

**Box 16 of 27**

Fld. 139 IMC, October 1990.  
Fld. 140 November 1990.  
Fld. 141 December 1990.  
Fld. 142 January 1991.  
Fld. 143 February 1991.  
Fld. 144 March 1991.

Fld. 145 April 1991.  
Fld. 146 May 1991.  
Fld. 147 June 1991.

**Box 17 of 27**

Fld. 148 IMC, July 1991.  
Fld. 149 August 1991.  
Fld. 150 September 1991.  
Fld. 151 October 1991.  
Fld. 152 November 1991.  
Fld. 153 December 1991.

**Box 18 of 27 – Burden Budgets**

Fld. 154 FY 1987 Burden Budget. [folder 1 of 2]  
Fld. 155 [folder 2 of 2]  
Fld. 156 FY 1987 Burden Budget, IEC Data.  
Fld. 157 FY 1987 Burden Budget, IEC Presentations.  
Fld. 158 FY 1987 Burden Budget, Business Base Estimate Data.  
Fld. 159 FY 1987 Burden Budget, Workforce. [folder 1 of 2]  
Fld. 160 [folder 2 of 2]  
Fld. 161 FY 1987 Burden Budget, Financial Analysis.  
Fld. 162 FY 1987 Burden Budget, Planning Rate Memoranda.  
Fld. 163 FY 1987 Burden Budget, Allocations. [folder 1 of 3]

**Box 19 of 27**

Fld. 164 FY 1987 Burden Budget, Allocations. [folder 2 of 3]  
Fld. 165 [folder 3 of 3]  
Fld. 166 FY 1987 Burden Budget, Guidelines.  
Fld. 167 FY 1987 Burden Budget, Organization 10, General.  
Fld. 168 FY 1987 Burden Budget, Organization 10, Workforce and Allocations.  
Fld. 169 FY 1987 Mid-Year Burden Budget Review, March 19-26, 1987.  
Fld. 170 FY 1987 Mid-Year Review, Planning Rates.  
Fld. 171 FY 1987 Mid-Year Review, Allocations, Memos and Summaries. [folder 1 of 2]

**Box 20 of 27**

Fld. 172 FY 1987 Mid-Year Review, Allocations, Memos and Summaries. [folder 2 of 2]  
Fld. 173 FY 1987 Mid-Year Review, Business Base Estimate Data.  
Fld. 174 FY 1987 Mid-Year Burden Budget Review, IEC Presentations.  
Fld. 175 FY 1987 Mid-Year Review, Financial Analysis.  
Fld. 176 FY 1987 Mid-Year Review, Organization Submissions.  
Fld. 177 FY 1987 Burden Budget, Organization 10, SRM Forms.  
Fld. 178 FY 1987 Burden Budget, Organization 10, Resources Status Report.  
Fld. 179 FY 1988 Burden Budget. [folder 1 of 2]  
Fld. 180 [folder 2 of 2]  
Fld. 181 FY 1989 Burden Budget.

**Box 21 of 27**

Fld. 182 FY 1989 Mid-Year Burden Budget Review, March 23-24, 1987. [folder 1 of 2]

Fld. 183 [folder 2 of 2]  
 Fld. 184 FY 1990 Burden Budget. [folder 1 of 2]  
 Fld. 185 [folder 2 of 2]  
 Fld. 186 FY 1990 Mid-Year Burden Budget Review, May 10, 1990  
 Fld. 187 FY 1991 Burden Budget  
 Fld. 188 FY 1991 Mid-Year Burden Budget Review, March 26-28, 1991.  
 Fld. 189 FY 1992 Burden Budget.

#### Workforce Overviews

Fld. 190 Director's Review and Discussion (DRD) Workforce Overviews, 1977-1978.  
 Fld. 191 DRD Workforce Overviews, 1979.  
 Fld. 192 DRD Workforce Overviews, 1980.  
 Fld. 193 DRD Workforce Overviews, 1981.  
 Fld. 194 DRD Workforce Overviews, 1982.

#### **Box 22 of 27**

Fld. 195 DRD Workforce Overviews, 1983.  
 Fld. 196 DRD Workforce Overviews, 1984.  
 Fld. 197 DRD Workforce Overviews, 1985.  
 Fld. 198 DRD Workforce Overviews, 1986.  
 Fld. 199 DRD Workforce Overviews, 1987. [folder 1 of 2]  
 Fld. 200 [folder 2 of 2]  
 Fld. 201 DRD Workforce Overviews, 1988. [folder 1 of 2]  
 Fld. 202 [folder 2 of 2]

#### **Box 27 of 27 – JPL Discreet**

JPL Discreet Materials; 40 folders.

### **CATALOG DESCRIPTION**

JPL Institutional Management Committee Collection, 1977-1991 (bulk 1980-1991)  
 9 cubic ft. (272 folders)

The JPL Institutional Executive Committee (IEC) was formed as a committee of the JPL Executive Council in July 1980. In January 1988, the IEC officially changed its name to the Institutional Management Committee (IMC). The Committee was responsible for providing management policy, overview and coordination of all activities essential to the institutional goals of the Lab. Its responsibilities included reviewing the preparation of the annual Burden Budget plan, review and coordinate facilities long-range plans, provide oversight for issues relating to Lab staff, including personnel practices and compensation, and provide a forum for the discussion and coordination of institutional problems and issues.

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The collection contains JPL Discreet materials.

Finding aid available in the repository.

## Tracings

Jet Propulsion Laboratory – History  
Jet Propulsion Laboratory - Office of the Director  
Jet Propulsion Laboratory - Institutional Management Committee  
Jet Propulsion Laboratory - Institutional Executive Committee  
Jet Propulsion Laboratory – Table Mountain Facility  
Burden Budget  
Felberg, Fred H., 1920-  
Click, James Phil  
Victor, Walt K., 1922-  
Nichols, George E.  
Murray, Bruce C., 1931-  
Gates, Clarence R., 1926-  
Reever, Sheila  
Heie, John  
Robillard, Geoff  
Patterson, Lynn M.  
Rains, William E.  
Gracy, David B., II  
Hooks, Michael Q.  
O'Brien, Haskell G.  
Alexander, George  
Dipprey, Duane F., 1929-  
Alper, Marshall E.  
Casani, John R., 1932-  
McCutcheon, Gary  
Burden, Lyle V.

Accessions 2001-36, 2001-38, 2001-39, 2001-40, 2002-65.